

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4206

TITLE: DEPUTY FIRE CHIEF

GRADE: F-31

DEFINITION:

Under the direction of an Assistant Fire Chief, manages day-to-day activities and develops plans addressing the future strategic needs of the division to which assigned; as a rotational assignment, serves as head of one of eight areas: one of the three staff divisions (Fire Prevention; Health, Safety, and Human Resources; or Support Services); one of the three Operations shifts; the Special Operations Division; or the Training Division; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Fire Chief class differs from the Assistant Fire Chief in its scope of responsibility and span of control. The Deputy Fire Chief manages one of the agency's three staff divisions (Fire Prevention; Health, Safety, and Human Resources; or Support Services); one of the three Operations shifts; the Special Operations Division; or the Training Division. An Assistant Fire Chief oversees either: 1) the three Operations shifts, the Special Operations Division, and the Training Division, or 2) the three staff divisions.

The Deputy Fire Chief from the Fire Battalion Chief in that a Fire Battalion Chief directs and coordinates the EMS, fire and rescue activities in a battalion for an assigned shift, or directs and manages a section.

ILLUSTRATIVE DUTIES:

In each functional area

Plans, directs, and delegates all activities in the area to which assigned;
Develops goals and objectives for the area to which assigned;
Ensures the development of criteria to evaluate the performance of a variety of programs against the expected results, defines and oversees the collection of data that will provide the information necessary to manage current operations and plan for future needs, evaluates the effectiveness of programs, and coordinates changes to address current and future needs;
Interprets, formulates, recommends, and implements policies, procedures, and precedents in an assigned area;
Develops and reviews Standard Operating Procedures and General Orders;
Directs the preparation and administration of the division's budget, providing overall fiscal management of the budget for each section within the division;
Interprets and analyzes data for budget projections;
Directs accounting, purchasing, and personnel functions of the Division;
Formulates and delivers written and oral reports, and prepares memoranda and correspondence;
Prepares and delivers performance evaluations for subordinates and ensures that subordinates maintain certifications in their specialties that are required by state code and agency rules;
Determines personnel actions (transfers, promotions, disciplinary actions, commendations, grievances);
Evaluates training needs and resources, reviews training programs, and monitors progress;

Attends Civil Service Commission hearings as necessary;
Attends meetings as a representative of the area to which assigned, providing input into policies/practices and participating in decision-making;
Represents the Department in various administrative tasks as delegated by the Assistant Chief;
Maintains effective relationships with other County agencies, developing partnerships to achieve departmental goals and objectives and interacting on a regular basis both orally and in writing;
Directs development of strategic plans for sections under his/her supervision;
Participates in work performance testing;
Makes public appearances before citizen groups and the news media;
Investigates citizen complaints;
Keeps abreast of new developments and technological changes in the field.

Operations

Directs, manages, plans, and coordinates County-wide Fire and Rescue Department activities and resources on an assigned shift;
Directs and supervises Battalion Chiefs assigned to the shift;
Acts for the Assistant Fire Chief - Operations in his/her absence;
Hears second-step grievances and ensures compliance with County and departmental rules, regulations, policies and procedures;
Represent the Department at meetings with various groups, including volunteers, career employees, citizen organizations, and political and special interest constituents;
Identifies laws affecting suppression, emergency medical services, and internal policy, and recognizes implications for the Department;
Develops tactics and strategies for mitigating emergency incidents;
Responds to emergency incidents to supervise and evaluate subordinates;
Responds to fires and serious emergencies and, as necessary, advises the Officer-in-Charge or assumes position within the incident management system;
Critiques an emergency incident after the fact;
Maintains fire and rescue protection at an optimum level, overseeing day-to-day staffing and operational limits;
Coordinates and/or prepares reports on large-loss fires;
Conducts station inspections of protective clothing, station records, safety hazards response readiness; cleanliness, etc.

Special Operations Division

Organizes, plans, and coordinates activities and resources of the Special Operations Division (i.e., Emergency Medical Services, Hazardous Materials Team, Technical Rescue Team, and Marine Operations Team);
Coordinates the activities of the Special Operations teams with other Fire and Rescue Department divisions, County agencies, and organizations outside the County;
Disseminates new information and policies regarding emergency medical services through the Department;
Identifies laws affecting emergency medical services and recognizes implications for the Fire and Rescue Department;

Serves as the Operations liaison with the Local Emergency Planning Committee;
Maintains a liaison and coordinates activities with counterparts in other jurisdictions;
Provides technical and administrative assistance to senior and subordinate staff;
Assists the Deputy Fire Chiefs for the three Operations shifts in formulating new procedures and policies relating to Special Operations activities;
Reviews, implements, and monitors new procedures, practices, and protocols in the field of pre-hospital care for the sick and injured;
Coordinates new initiatives with the medical director and local hospitals;
Oversees the billing process for inter-facility Advanced Life Support transports;
Conducts various staffing and resource studies and prepares related reports;
Serves as the Department's coordinator for the Continuous Quality Improvement program;
Facilitates between the quality improvement providers and other involved parties to ensure program direction and guidance;
Serves as the liaison between the Department and local hospitals, private physicians, the Health Department, and other professional health organizations, such as the Emergency Medical Services Advisory Council, the Northern Virginia Emergency Medical Regional Service Council, the Fairfax Hospital Trauma Quality Assurance Group, the Virginia Association of Governmental Emergency Medical Service Administrators, etc.;
Attends meetings of volunteers as required;
Responds to and may assume command of large incidents as necessary;
As required, acts as the Assistant Fire Chief for Operations;
Hears second-step grievances and ensures compliance with County and departmental rules, regulations, policies and procedures;
Supervises equipment acquisitions.

Training Division

Oversees the development, implementation, and evaluation of continuous training programs in fire science and administration;
Develops continuous fire suppression, emergency medical services, hazardous materials abatement, and technical rescue training programs;
Consults with other departmental personnel and volunteer fire company officers to determine training needs and schedule training sessions;
Evaluates and appraises fire and rescue operations to determine training needs;
Represents the Department on national, state, and local committees;
Manages the Fire and Rescue Academy.

Fire Prevention Division

As Fire Marshal, organizes, plans, and coordinates the activities and resources of the Fire Prevention Division (comprised of the Investigations, Inspections, Engineering Plans Review, Fire Protection Equipment and Systems Testing, Revenue and Records, Hazardous Materials Technical Support, and Enforcement sections), ensuring compliance with all federal, state and local codes and ordinances;
Interprets and enforces the State and County Fire Prevention Codes;
Investigates fires and explosions and examines reports to determine their cause and estimate loss;

Oversees the investigation as part of a fire/explosion or long-term hazardous materials remediation;
Initiates legal action against, and assists with the prosecution of, arsonists and code violators;
Supervises the examination of building plans and field inspections for conformance to approved plans;
Gives testimony at State committee hearings on the advisability of certain rules and regulations;
Provides a liaison with the Life Safety Education Section on Fire Prevention programs;
Provides a liaison with the Department of Public Works and Environmental Services' Office of Building Code Services on life safety issues in buildings;
Provides voting representation at model code development sessions.

Support Services Division

Organizes, plans, and coordinates the activities and resources of the Support Services Division (comprised of the Apparatus, Communications, Resource Management, Grants Administration, and Systems Management sections);
Directs the communications programs for the Department;
Performs and directs research to keep abreast of technological advancements in communications science and equipment;
Supervises vehicle and equipment testing, maintenance, and repair programs;
Coordinates the development of specifications for the procurement of apparatus and equipment.

Health, Safety, and Human Resources Division

Plans, directs, and oversees all activities for the Health, Safety, and Human Resources Division (comprised of Health Programs, Safety, Recruitment, and Human Resources Sections);
Supervises the subordinate section heads assigned to the Health, Safety, and Human Resources Division in developing, establishing, and meeting division goals and objectives;
Prepares and delivers performance evaluations for subordinates and ensures that subordinates maintain certifications in their specialties that are required by state code and agency rules and regulations;
Reviews and determines personnel actions such as transfers, promotions, disciplinary actions, commendations and grievances for the division;
Evaluates training needs and resources; reviews training programs; and monitors the progress of subordinate section heads;
Ensures the development of criteria to evaluate the performance of a variety of programs against the expected results;
Identifies the necessary data and oversees the collection of data that will provide the information necessary to manage the Health, Safety, and Human Resources Division;
Evaluates the effectiveness of programs and coordinates changes to address current and future needs;
Develops, directs, and prepares long-term plans for continued evolution of the division;
Ensures the division participation in the Fire and Rescue Department and County's strategic planning initiatives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of fire science and fire administration principles and techniques;
Knowledge of fire suppression, rescue, prevention, and emergency medical service principles, practices, apparatus and equipment;
Knowledge of national, state, and local fire prevention and building codes;
Knowledge of the overall organization, functions, policies, rules, and regulations of the Fire and Rescue Department;
Knowledge of the operating, financial, budgetary and purchasing systems of the Fire and Rescue Department and Fairfax County Government;
Knowledge of other County agencies' policies, rules, and regulations affecting the Fire and Rescue Department;
Knowledge of methods and materials used in comprehensive training programs;
Knowledge of Federal Communications Commission laws and regulations governing communications;
Demonstrated ability to effectively plan, organize, delegate, direct, and supervise the work of a large staff in assigned area(s) of responsibility;
Ability to interpret, explain, and enforce regulations;
Ability to establish and maintain effective working relationships with others;
Ability to write complete and accurate reports, memos, policies and procedures using proper grammar and format;
Ability to implement the incident command system to manage a major emergency incident or function as an officer in the incident management system;
Ability to speak clearly.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in public administration, business administration, or a related field; PLUS
Extensive formal training in fire science, emergency medical services, administration, training, prevention, and/or investigation; PLUS
Paid experience at a level comparable to Fire Captain II in the Fairfax County Fire and Rescue Department; PLUS
Class A medical rating in the assigned medical group. Accommodations will be considered on a case-by-case basis.

CERTIFICATES AND LICENSES REQUIRED:

Current certification as a Commonwealth of Virginia Emergency Medical Technician (EMT-B);
Certification as a Hazardous Materials First Responder in accordance with Fairfax County training standards;
Certification in cardiopulmonary resuscitation (CPR) and automatic external defibrillation (AED);
Certification in the Emergency Vehicle Operations Course (EVOC); AND
Possession of a valid Motor Vehicle Driver's License.

If assigned to the Fire Prevention Division, must obtain within one year of assignment:

Certification as a Fire Inspector II in accordance with the standards of the Virginia Department of Fire Programs;

Certification as a Technical Assistant to the Fire Official in accordance with the standards of the Virginia Department of Housing and Community Development.

NECESSARY SPECIAL REQUIREMENTS:

Regardless of area of assignment, all uniformed fire and rescue personnel that are medically qualified for field duties as a firefighter must maintain a level of fitness sufficient to enable them to participate in fire suppression and rescue activities when the need arises, as demonstrated by successful completion of a work performance test (unless granted light duty due to illness or injury).

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